

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO. 1223

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RECORDS RETENTION AND DISPOSAL SCHEDULE

Rental Housing Programs,
Community Development Administration, DHCD, Annapolis.

Item NO.	Description	Retention
	<p>This supersedes: 922...7/6/1982 922A..1/23/1982 922B..2/22/1984</p>	
1.	<p><u>General Administrative Correspondence</u></p> <p>Subject arrangement of original incoming letters & reprints, copies of outgoing letters, memoranda, reports, studies, surveys, investigations, directives and other miscellaneous papers related to the administration of the various Rental Housing programs of the Community Development Administration.</p>	<p>Screen annually, destroying material no longer having any administrative or legal value. Directives and other material relating to planning and policy that illustrate program development, retain permanently for periodical transfer to the State Archives.</p>
2.	<p><u>Underwriting Project Files</u></p> <p>These files document the underwriting of mortgage loans to developers or sponsors of multi-family housing. The major components of these files are:</p> <p><u>A. Inquiries Files</u></p> <p>Applications from prospective developers consisting of standard CDA forms which the developer has filled out with information needed for consideration of possible financing for his multi-family development. This file includes all applications rejected or withdrawn before initial closing.</p>	<p>Retain in office for one (1) year after rejection or withdrawal of the application, transfer to the State Records Center for an additional two (2) years, thereafter destroy.</p>

Schedule Approved by Department,
Agency, or Division Representative

5/11/1990

Date

Signature

Director, RHP

Title

Schedule Authorized by

7/16/90

Date

State Archivist

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2. (continued)	<p><u>B. Working Files</u></p> <p>This is the official departmental file. Contains mortgage underwriting criteria on a project including such documents as market studies, surveys, letters from local officials and HUD correspondence.</p> <p><u>C. Initial Closing Files</u></p> <p>The initial closing is the process of actual closing of the loan and transferring dollars to the project. This file includes mortgage, mortgage notes, and various other documents as corrected and negotiated in the closing meeting. The official departmental copy of this file is maintained by the legal department.</p> <p><u>D. Final Closing File</u></p> <p>The final closing is a legal procedure held after the project has been built to determine that all aspects of the loan have been carried out, as stated in the initial closing documents. This file includes the final survey, Deed of Trust, HAP Contract, the modified note, and various other documents.</p>	<p>Retain for forty-five years from issue date of the bonds under which the project is funded, thereafter, destroy.</p> <p>All other project files retain for 33 years from the final closing of the project.</p> <p>The retaining requirements are the same as mentioned for item 2(B)</p> <p>Transferred to the Housing Management Section after final loan closing. (They include these file in their retainage schedule for an appropriate period.)</p> <p>Screen the work papers & retain the important ones for the same 45 years as the final closing transcript.</p>

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	<p>E. <u>Underwriting Reading File</u></p> <p>After a project has been completed and the construction loan has been closed, the reading files concerning the processing of project developments including letters to local government officials, developers, the HUD office, bond counsels, underwriters, attorneys, and other state agencies.</p>	<p>Retain in office for two (2) years, transfer to the State Records Center for an additional two (2) years, thereafter, destroy.</p>
3.	<p><u>CONSTRUCTION MANAGEMENT SECTION</u></p> <p>A. <u>Project Development Files</u></p> <p>This file is arranged in alphabetical order by project name. This file contains documentation of the review by the Construction Mgt. section of the design plans for purposes of enforcing conformity to State, federal and local building and architectural codes. Among the documents included in this file are the applications for mortgage loan, financial analysis, contract documents, evaluation report, architect's site inspections, photographs, shop drawings and cost estimates and specifications, etc.</p> <p>B. <u>Construction Drawings File</u></p> <ol style="list-style-type: none"> 1. Contains construction drawings of the project. These drawings are reviewed by the staff to insure conformity to State, federal and local building and architectural codes, and for purposes of appraising the feasibility of the project. The drawings are rolled and wrapped with brown paper and form a cylindrical shape for storage. They must be accessible for infrequent access. 2. General Specifications books for the projects. 	<p>The retaining requirements are the same as mentioned for item 2(B)</p> <p>The retaining requirements are the same as mentioned for item 2(B)</p> <p>The retaining requirements are the same as mentioned for item 2(B)</p>

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	<p>C. <u>Construction File (Inspection Records)</u></p> <p>This file is arranged alphabetically by project name. This file contains internal memos from inspectors, letter to/ from sponsors, construction firms, memos from the underwriting section, and various other documents.</p> <p>D. <u>Requisition Files</u></p> <p>This file is created and maintained for a project under construction construction. It contains loan proceeds draw request in numerical order. Each draw is comprised of Mortgagor's draw requisition (CDA 406), Application and Certificate for Payment (AIA G702), Continuation (cost breakdown) Sheet (AIA G703), Release of Lien from each payee, the Payment Authorization form and the payment processing form.</p> <p>E. <u>Cost Certification and Project Documents Files</u></p> <p>This file is arranged alphabetically and it contains cost certification report & the critical support documents, mortgage, underwriting and construction closing information & relavent addendums, etc.</p> <p>F. <u>Legal Documents File</u></p> <p>This file is arranged by project name. It contains Building and Loan Agreements, construction contracts change orders, contractor's evaluations, and insurance documents, etc.</p> <p>G. <u>Reading Files</u></p> <p>Contains day-to-day communication, memos and letters with the internal local/State/federal government agencies, private professionals and businesses, etc.</p>	<p>The retaining requirements are the same as mentioned for item 2(B)</p> <p>The retaining requirements are the same as mentioned for item 2(B)</p> <p>Retain for forty-five (45) years from issue date of the bonds which the project is funded, then destroy.</p> <p>Retain for forty-five (45) years from issue date of the bonds under which the project is funded, then destroy.</p> <p>Retain in office for two (2) years, transfer to the State Records Center for an additional two (2) years, therefore destroy.</p>